

**ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD**  
**(Department of Educational Planning, Policy Studies & Leadership)**

**WARNING**

- 1. PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM AWARD OF DEGREE/ CERTIFICATE, IF FOUND AT ANY STAGE.**
- 2. SUBMITTING ASSIGNMENTS BORROWED OR STOLEN FROM OTHER(S) AS ONE'S OWN WILL BE PENALIZED AS DEFINED IN "AIOU PLAGIARISM POLICY".**

**Course: Institutional Facilities Management (8689)      Semester: Autumn, 2025**

**Level: B.Ed.**

**Please read the following instructions for writing your assignments. (AD, BS, B.Ed, MA/MSc, MEd) (ODL Mode).**

1. All questions are compulsory and carry equal marks, but within a question, the marks are distributed according to its requirements.
2. Read the question carefully and then answer it according to the requirements of the question.
3. Avoid irrelevant discussion/ information and reproducing from books, study guide or allied material.
4. Handwritten scanned assignments are not acceptable.
5. Upload your typed (in Word or PDF format) assignments on or before the due date.
6. Your own analysis and synthesis will be appreciated.
7. Late assignments can't be uploaded at LMS.
8. The students who attempt their assignments in Urdu/Arabic may upload a scanned copy of their handwritten assignments (in PDF format) on the University LMS. The size of the file should not exceed 5MB.

**Total Marks: 100**

**Pass Marks: 50**

**ASSIGNMENT No. 1**  
**(Units 1-4)**

***Note: All questions carry equal marks.***

- Q1:** Describe the concept of facilities management and discuss the (20) benefits of school facilities for students' learning.
- Q2:** Briefly explain the types of school facilities and suggest ways to (20) provide a safe learning environment for students' development.

- Q3:** Describe the relationship between planning and effective management? Discuss the significance of linkages between planning and budgeting. (20)
- Q4:** Explain facilities identification in your own words and write a detailed note on facility condition assessment. (20)
- Q5:** Describe the concept of audit and justify the need and importance of school facilities audit by giving examples. (20)

**Total Marks: 100**

**Pass Marks: 50**

**ASSIGNMENT No. 2  
(Units 5-9)**

*Note: All questions carry equal marks.*

- Q1:** Describe the need for facilities maintenance and discuss the role of maintenance during school renovation and construction. (20)
- Q2:** Define effective staff management and describe its role in staff training and evaluation. (20)
- Q3:** Explain the concept of educational physical facilities and discuss the challenges of physical resource management. (20)
- Q4:** Describe the concept of managing quality facilities and write a detailed note on future trends of school facility management in Pakistan. (20)
- Q5:** Explain briefly the need for distance educational resource management and discuss the challenges of distance educational management in Pakistan. (20)